

**TRAINING PROGRAM OF INSTRUCTION
(TPI)**

FOR

AFIS-BBC

BASIC BROADCASTER COURSE

Approved by:

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Director of Training
American Forces Information Service

Approval Date:

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BASIC BROADCASTER COURSE

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): AFIS-BBC

TITLE: Basic Broadcaster Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: Army – 46R10
Air Force – 3N032
Navy – JO/3221
Marine Corps – 4341

PURPOSE: To provide the knowledge and skills needed by broadcast journalists to support public affairs, journalism, and broadcast missions throughout the Armed Forces.

COURSE DESCRIPTION: In-depth training in the skills required by broadcast journalists. The scope of training includes the broadcast role in public affairs, broadcast journalism, basic announcing skills, radio production, television journalism and production, broadcast contingency operations, and Service specific training.

PREREQUISITES:

- a. US Navy: E1- E6. Graduate of the Basic Journalist Course. No voice audition required. Minimum VE/AR score of 110.
- b. US Army: E1 – E5. Minimum GT score of 110. Must be a high school graduate or have high school equivalency and be able to type 20 wpm. Must have successfully completed at least 2 years of high school English documented by official transcript. This course is mandatory for active component and non-prior service ARNG and USAR soldiers for award of MOS 46R. Voice audition is not required.
- c. US Air Force: E1 – E5. Determination of acceptable voice quality is made by the Defense Information School staff and faculty on the basis of a taped audition. Audition tapes must be provided to DINFOS and approval received by unit prior to making reservations in ATRRS. Students must have a basic knowledge of computer keyboarding/typing. Minimum general AQE score of 69.
- d. US Marine Corps: E1 – E5. Graduate of Basic Journalist Course. No voice audition required. Minimum GT score of 110.
- e. Target population/prerequisite(s) waiver requests must come through the requesting Service's career field manager to the Commandant, DINFOS for approval.

SECURITY CLEARANCE: None

CLASS SIZE:

MAXIMUM: 24

MINIMUM: 8

ANNUAL COURSE CAPACITY: 360

COURSE LENGTH: 60 TRAINING DAYS

ACADEMIC HOURS: 455

ADMINISTRATIVE HOURS: 25

TOTAL COURSE HOURS: 480

INSTRUCTOR CONTACT HOURS: 2742

TYPE/METHOD OF INSTRUCTION:	HOURS:
ADMINISTRATIVE (AD):	25
LECTURE (L):	112
PERFORMANCE EXERCISE (PE):	273
DEMONSTRATION (D):	42
CASE STUDY (CS):	2
WRITTEN EXAMINATION (EW):	11
INDEPENDENT RESEARCH (IR):	15

TRAINING START DATE: Fort George G. Meade, Maryland, 3 November 1998.

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: American Forces Information Service, Training Directorate, (AFIS/TD): (703) 428-0707; DSN 328-0707

FUNCTIONAL AREA 1
THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: AFIS-BBC 001-001-

UNIT TITLE: Understanding the Public Affairs Mission

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S): 001- Identify purpose of military public affairs programs.
002- Define the three functional areas of public affairs.

SUMMARY OF INSTRUCTION: This unit of instruction will provide students with the framework for understanding Department of Defense public affairs. Students will discuss the four reasons the DoD has a public affairs program. They will receive instruction enabling them to define the functional areas of Public/External Information, Community Relations, and Internal Information. The instructor will then guide the students in a discussion of the two approaches to public affairs, Preventive/Proactive and Remedial/Reactive. Finally, students receive instruction on the four-step public affairs process. This will enable them to explain Research, Planning, Implementing, and Evaluating. Student comprehension and competency of these concepts will be measured in the functional area exams (AFIS-BBC 001-007-001). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations.

REFERENCES:

Department of Defense Directive 5400.13, *Joint Public Affairs Operations*
SECNAVINST 5720.44A, *US Navy Public Affairs Instruction*
Army Field Manual 46-1, *Public Affairs Operations*
Coast Guard Public Affairs Manual
Air Force Policy Directives 35-1, *Public Affairs Management*
Air Force Policy Directive 35-2, *Public Communications Programs*
Air Force Policy Directive 35-3, *Internal Communication Programs*
Air Force Instruction 35-101, *Public Affairs Wartime Planning, Training, and Equipping*

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: AFIS-BBC 001-002-

UNIT TITLE: Understanding the Internal Information Program

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify internal audiences and the type and use of internal information products.
- 002- Identify the mission, duties, responsibilities, and organization of AFRTS (Armed Forces Radio and Television Service).
- 003- Discuss the requirements of DoD Directive 5120.20R.
- 004- Identify sources to conduct research (WWW, periodicals, books, technical reference center).

SUMMARY OF INSTRUCTION: Students receive instruction and participate in discussions on the Internal Information Program. They will define the three objectives and overall goal of internal information programs. The five internal audiences are defined and discussed. Students will describe the advantages and disadvantages of various internal media, to include: electronic, print, oral, and displays. Effective communication through message targeting is explained. Students will discuss the commander's access channel and how to use it. The mission, duties, responsibilities, and organization of AFRTS are described. Students will examine and discuss DoD Directive 5120.20R in relation to AFRTS. Finally, students will identify sources used to conduct research that will provide the basis for completing future class assignments. This task, AFIS-BBC 001-002-004, will be applied, evaluated, and critiqued in performance exercises later in the course. All other tasks will be evaluated in the written functional area exams (AFIS-BBC 001-007-001). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations.

REFERENCES:

DoD Directive 5120.20R, *Management and Operation of Armed Forces Radio and Television Service (AFRTS)*

Army Regulation 360-81, *Command Information Program*

SECNAVINST 5720.44A, *Chapter 2, Public Affairs Policy and Regulations*

Air Force Instruction 35-301, *Air Force Base Newspapers and Commercial Enterprise Publications Guidance and Procedures*

DINFOS Public Affairs Handbook, Chapter 14, current edition

The Practice of Public Relations, Fraser P. Seital, 2nd Edition

Effective Public Relations, Cutlip, Center, and Broom

ASD (C3-I) memo of 9 Feb 95, *Policy on Cable Television contracts and Franchise Agreements at Military Installation*

ASD (FMP) memo of 6 Jan 95, *DoD Nonappropriated Fund Instrumentality Advertising Policy*

AFIS memo of 19 Feb 93, *Use of AAFES/NMPS Movies on Cable Systems*

History of AFRTS “The First 50 Years”, American Forces Information Service and Armed Forces
Radio and Television Service, 1992

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: AFIS-BBC 001-003-

UNIT TITLE: Understanding Ethics and Law in Public Affairs

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S): 001- Recognize ethical conduct in military public affairs.
002- Identify communication laws applicable to military PA operations (i.e., copyright, slander, libel, privacy).

SUMMARY OF INSTRUCTION: Students receive instruction to help them recognize ethical conduct in military public affairs. The areas covered include: professional military ethics, differences between the military and media cultures, how to avoid conflicts of interest, policies on accepting gifts, how to avoid plagiarism, how to avoid alienating portions of your audience, and sources of information on equal opportunity in the military. Students will identify communication laws applicable to military public affairs operations. They will explain two types of defamation, discuss the six elements of libel, explain how to avoid problems with potentially defamatory statements, discuss how to avoid violating others' privacy, and also cover copyright laws. Student comprehension and competency of these concepts will be measured in the functional area exams (AFIS-BBC 001-007-001). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations.

REFERENCES:

DoD Directive 5500.7, *Standards of Conduct*

DoD IGDG 5500.8, *Defense Ethics*

Army Regulation 360-81, *Command Information Program*

Army Regulation 360-5, *Public Information*

SECNAVINST 5720.44A, *US Navy Public Affairs Instruction*

Marine Corps Order 5720.61 *Marine Corps Public Affairs Manual, Volume II, Organizations, Missions, and Functions*

"Ethics for the U.S. Air Force Officer," Edsel O. Chalker, Air University, 1972

"Plagiarism: It's Not a Black and White Issue," The Quill, December 1991

The Melancholy Anatomy of Plagiarism, Onge, University Press of America, 1988

BattleLines, Braestrup, Priority Press Publications, New York, 1985

Webster's II New Riverside University Dictionary, Houghton Mifflin Company, Boston, 1988

The Writer's Legal Companion, Brad Bunnin and Peter Beren, Reading, Mass., Addison Wesley Publishing Company, 1988

Mass Media Law, Donald R. Pember, Iowa, Wm. C. Brown Publishing Company, 1977

Law of Mass Communications, Harold L. Nelson and Dwight L. Teeter, 5th Edition, New York,

Foundation Press, 1986

The Associated Press Stylebook and Libel Manual, 27th Edition, New York, Associated Press, 1992

The Law of Public Communication, Kent R. Middleton and Bill F. Chamberlin, 3rd Edition, New York, Longman Publishing Group, 1994

“The Army Communicator and Mass Communication Law: An Analysis of Organizational and Personal Liability,” Douglas R. Scott, Defense Information Technical Center, Cameron Station, Va., 1988

“The Philadelphia Story,” MGM, 1939

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: AFIS-BBC 001-004-

UNIT TITLE: Identify the Fundamentals of Community Relations

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S): 001- Define the military community relations program.
002- Identify issues and relationships between public affairs specialists and the community.

SUMMARY OF INSTRUCTION: Students begin this unit of instruction by defining the military community relations program. They discuss why the military conducts community relations, identify the civic outreach program, and define the restrictions on military community relations support. Students then identify issues and relationships between public affairs specialists and the community, focusing on the major factors to consider when dealing with a community relations issue. Student comprehension and competency of these concepts will be measured in a section of the Public Affairs examination (AFIS-BBC 001-007-001). Students must score 70 percent on each section of the examination.

REFERENCES:

DoD Directive 5410.18, *Community Relations*

DoD Directive 5410.19, *Armed Forces Community Relations*

AF Instruction 35-201, *Community Relations*

Army Regulation 360-61, *Community Relations*

SECNAVINST 5720.44A, *US Navy Public Affairs Instruction*

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: AFIS-BBC 001-005-

UNIT TITLE: Media Relations

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify DoD guidelines for releasing information.
- 002- Detail the military policy on release of information concerning accidents and incidents.
- 003- Identify requirements for escorting the media.
- 004- Identify news media relationships, travel, accreditation, attribution, and pooling.

SUMMARY OF INSTRUCTION: Students receive instruction that will help them deal with the external audience of the civilian media and the general public. The DoD guidelines for release of information are reviewed including an examination of DoD Directive 5230.09. Students will then detail the policy on release of information concerning accidents and incidents, laying the groundwork for successfully handling a crisis. Lastly, students receive instruction to help them identify elements of media relations. Areas covered include: understanding the relationship between the military and the media, how and why the media is escorted, the requirements of press coverage during combat operations, and how the media uses what we say in their reports and stories. Student comprehension and competency of these concepts will be measured in the functional area exams (AFIS-BBC 001-007-001). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations.

REFERENCES:

DoD Directive 5230.9, *Clearance of DoD Information for Public Release*
DoD Principles of Information
DoD Directive 5230.16, *Nuclear Accident & Incident Public Affairs Guidance*
DoD Directive 5400.7, *DoD Freedom of Information Act Program*
DoD Directive 5400.11, *DoD Privacy Program*
DoD Directive 5410.14, *Cooperation with U.S. News Media Representatives at the Scene of Military Accidents Occurring Outside Military Installations*
DoD Instruction 5435.2, *Delegation of Authority to Approve Travel In and Use of Military Carriers for Public Affairs Purposes*
FM 46-1, *Public Affairs Operations*
Joint Publication 3-61, *Doctrine for Public Affairs in Joint Operations*
AFI 35-102, Chapter 6, *Crisis Planning, Management, and Response*
AFI 35-206, *Media Relations*

SECNAVINST 5720.44A, Article 0803, *Public Affairs Assessment of and Initial Release on a Disaster, Public Affairs Policy and Regulations*

AR 360-5, *Public Information*

Encountering the Media: Pocket Tips Booklet, McLoughlin, Barry J., Washington, DC, McLoughlin MultiMedia Publishing Ltd., 1996.

“America’s Team: The Odd Couple, A Report on the Relationship Between the Media and the Military,” Frank Aukofer and William P. Lawrence, The Freedom Forum First Amendment Center, 1995.

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: AFIS-BBC 001-006-

UNIT TITLE: Overseas Operations

TPFN HOURS AND TYPE: 3 L

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S): 001- Describe military public affairs programs, to include joint operations.
002- Identify factors affecting military public affairs operations overseas.
003- Discuss the importance of working with the local PA office.

SUMMARY OF INSTRUCTION: This unit of instruction provides students with an understanding of how public affairs (PA) works overseas. Students describe aspects of the military public affairs program, with emphasis on joint operations. The Joint Information Bureau and Armed Forces Radio and Television Service contingency operations are defined and discussed. Students identify facts affecting PA operations overseas including: host nation sensitivities, interaction with an embassy staff, handling PA situations with the host country, various types of community relations programs, tools used for internal information and why internal information is important, and how to deal with terrorist situations. Finally, students discuss the importance of working with the local PA office. In order to develop a working relationship with the PA office, students explain the role of the public affairs officer in a commander's staff and describe the function of each section of a PA office. Student comprehension and competency of these concepts will be measured in the functional area exams (AFIS-BBC 001-007-001). The student must correctly answer 70 percent of the questions pertaining to this unit on the examinations.

REFERENCES:

Basic Broadcaster Public Affairs Handbook
SECNAVINST 5720.44A, *US Navy Public Affairs Instruction*
DA Pamphlet 550 series, area handbooks
US Information Agency Fact Sheet, 1996
Armed Forces Staff College Pub 1, *The Joint Staff Officers Guide*, 1993

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1
THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: AFIS-BBC 001-007-

UNIT TITLE: Public Affairs Examination and Critique

TPFN HOURS AND TYPE: 1 EW

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: AFIS-BBC 001-001 through AFIS-BBC 001-006

TASK: 001- Complete Public Affairs Examinations and Critique.

SUMMARY OF INSTRUCTION: Students will complete and critique two written tests covering tasks from TPFN AFIS-BBC 001-001- through AFIS-BBC 001-006- Students must attain an average score of 70 percent on the tests in addition to achieving the standard as established for each instructional unit section of the exam.

REFERENCES:

See TPFN AFIS-BBC 001-001- through AFIS-BBC 001-006-

INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2
BROADCAST JOURNALISM

TPFN: AFIS-BBC 002-001-

UNIT TITLE: Broadcast Writing Techniques

TPFN HOURS AND TYPE: 8 L; 1 PE

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: None

TASK(S): 001- Discuss the broadcast style of writing.
002- Identify elements of television writing.

SUMMARY OF INSTRUCTION: Students participate in a fast-paced basic grammar review of the eight parts of speech. These principles are then applied to broadcast writing. Students receive instruction on the power, importance, and disadvantages of television as a lead in to “TV Spot Writing” (AFIS-BBC 002-002). Students view numerous pre-recorded videotape examples of commercial and AFRTS spot announcements and are able to identify the principles outlined during the instruction. Students will discuss the unique concepts of broadcast writing after participating in in-class and take-home exercises. A minimum of 70 percent must be achieved in each exercise using the DINFOS Broadcast Writing Grading Guide.

REFERENCES:

Broadcast Writing Style Guide, DINFOS

Broadcast News (2nd Edition), M. Stephens

Broadcast Newswriting as Process, J. Weaver

Grammar for Journalists (3rd Edition), E. Callihan

When Words Collide (2nd Edition), L. Kessler & D. McDonald

Writing Broadcast News (2nd Edition), M. Block

A Pocket Guide to Correct Grammar (2nd Edition), Hopper, Gale & Foote

On Writing Well (5th Edition), William Zinsser

Television News, Fang

Television and Radio Writing, Field

Broadcast Copywriting, Orlik

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2 **BROADCAST JOURNALISM**

TPFN: AFIS-BBC 002-002-

UNIT TITLE: Writing and Editing Applications

TPFN HOURS AND TYPE: 18 L; 01 D; 04 PE

TPFN TOTAL HOURS: 23

PREREQUISITE TPFN: None

TASK(S):

- 001- Use computer software to produce a script.
- 002- Write a radio news story.
- 003- Write a radio news phoner and follow-up news story.
- 004- Localize news service material for military broadcast.
- 005- Write selling and information spots.
- 006- Write a television spot.

SUMMARY OF INSTRUCTION: Students learn various writing and editing applications in broadcast journalism, including self-paced instruction in using Microsoft Word to accomplish the “basic formatting” used in exercises throughout the unit. The writing and editing applications covered include: defining “what is news?”; the parts of a story, and use of voice in writing a radio news story; basic elements and terms used in a news “phoner”; format and techniques of radio news writing; writing and “phoning” a report, and writing follow-up copy in proper length and format; the mechanics of converting national/international and DoD-wide news stories into a localized broadcast story and its impact on the audience; describing the basic elements and terms used in writing selling and information spots including development, format, and techniques; and the elements and terms used in writing television spots including the use of visuals. Within each task, students are given in-class and take-home exercises and must obtain a minimum of 70 percent on each using the DINFOS Broadcast Writing Grading Guide.

REFERENCES:

Broadcast Writing Style Guide, DINFOS
Microsoft Word User’s Guide, Aschmutat
Broadcast News (2nd Edition), M. Stephens
Broadcast Newswriting as Process, J. Weaver
Grammar for Journalists (3rd Edition), E. Callihan
When Words Collide (2nd Edition), L. Kessler & D. McDonald
Writing Broadcast News (2nd Edition), M. Block
Broadcast News: Writing & Reporting (2nd Edition), P. Mayeux
Television and Radio, Chester, Garrison, and Willis
Radio and Television News, Brown and Jones
Radio and Television News Editing and Writing, Wimer and Brix
Television and Radio Writing, Fields

Media Writing, 1988, Newsom and Wollert
Writing for Mass Communication, 1986, Hutchinson
Anatomy of Local Radio Copy, Peck
Broadcast Copywriting, Orlik
Television News, Fang

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3
BASIC ANNOUNCING SKILLS

TPFN: AFIS-BBC 003-001-

UNIT TITLE: Principles of Announcing

TPFN HOURS AND TYPE: 09 L; 15 IR

TPFN TOTAL HOURS: 24

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify principles of broadcast announcing.
- 002- Describe flow of communications.
- 003- Identify optimum requirements for achieving broadcast announcing skills (e.g., pitch level, resonance, phonetic pronunciation, and breathing techniques).
- 004- Describe aspects of newscasting.
- 005- Prepare to deliver local spots, sports, and news products.

SUMMARY OF INSTRUCTION: Students begin this unit identifying the principles of broadcast announcing which will provide them the foundation for successful completion of this course. Students learn techniques that enable them to sound knowledgeable and confident while vocally communicating written material. Next, the optimum requirements for achieving broadcast announcing skills are identified. Students learn how vocal sounds are produced and used for speech, and how to maximize the sound of their voice and the clarity of their diction for broadcasting. The instructor will describe aspects of newscasting including how to: compile a local radio newscast, determine the significance of news issues, arrange stories in descending order of importance, and prepare a two-minute newscast script. Finally, students complete an overnight assignment which will help them prepare to deliver local spots, sports, and news products. The tasks in this unit are applied, evaluated, and critiqued in the performance exercise in unit AFIS-BBC 003-002-002.

REFERENCES:

Broadcast Voice Handbook, Second Edition, Utterback
Fundamentals of Voice and Diction, Eighth Edition, Mayer
BAS Articulation and Diction Practice Guide

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3
BASIC ANNOUNCING SKILLS

TPFN: AFIS-BBC 003-002-

UNIT TITLE: Application of Announcing Skills

TPFN HOURS AND TYPE: 06 L; 34 PE

TPFN TOTAL HOURS: 40

PREREQUISITE TPFN: None

TASK(S): 001- Discuss spot, sports, and news delivery techniques.
002- Deliver local spots, sports, and news products.

SUMMARY OF INSTRUCTION: In this unit, students learn a variety of vocal delivery techniques for communicating news, spots, and sports information, and how these different techniques are used to enhance the communication process. Next, students demonstrate and are evaluated on their ability to vocally communicate local spot, sports, and news material. Students perform four (two-minute) newscasts, three brief news & spot broadcasts, and three expanded (four-minute) newscasts with sports. To successfully complete this functional area, students must achieve a final score of 70 percent or better, and achieve a passing grade at least three times in accordance with a performance checklist including ten areas of evaluation.

REFERENCES:

Broadcast Voice Handbook, Second Edition, Utterback
Fundamentals of Voice and Diction, Eighth Edition, Mayer
Covering the Sports Scene, Green

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4

RADIO PRODUCTION

TPFN: AFIS-BBC 004-001-

UNIT TITLE: Basic Principles of Radio Production

TPFN HOURS AND TYPE: 8 L

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify principles for radio skills (introduction).
- 002- Describe elements of radio and audio production.
- 003- Discuss news sources.
- 004- Describe ad-libbing techniques.
- 005- Describe methodology of radio spot writing and announcing.
- 006- Identify audio production methods.

SUMMARY OF INSTRUCTION: Students will learn the principles of producing of a radio show. After defining radio and audio production, students discuss primary news and sport sources within AFRTS, including advantages and disadvantages. Students will identify sources of ad-libbing material and discuss methods and techniques of speaking extemporaneously, understanding the importance of variety and creativity as it relates to appealing to listeners. The purpose and types of spot announcements are provided with an emphasis on the importance of spots in the AFRTS mission. Finally, students will identify major production methods, explaining the advantages and disadvantages of each. Students will perform in-class and take-home exercises, obtaining a minimum of 70 percent using the DINFOS Broadcast Writing Grading Guide. Information from this unit will also be included in AFIS-BBC 004-002-006 Examination.

REFERENCES:

Broadcast Writing Style Guide, DINFOS

Radio Skills Student Guide, DINFOS

DoD Directive 5120.20-R, *Management and Operation of Armed Forces Radio and Television Service (AFRTS)*

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4 **RADIO PRODUCTION**

TPFN: AFIS-BBC 004-002-

UNIT TITLE: Scheduling and Programming

TPFN HOURS AND TYPE: 6 L; 2 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify principles of programming.
- 002- Identify radio dayparting, music formats, and programming elements.
- 003- Identify AFRTS audiences and the broadcast sensitivities existing overseas.
- 004- Identify the uses of SuperScheduler.
- 005- Identify and discuss methods of AFRTS materials acquisition and distribution.
- 006- Complete unit examination and critique (Units 001 and 002).

SUMMARY OF INSTRUCTION: This unit begins with an introduction to the principles of programming for a military audience. Students will receive instruction explaining concepts behind “promotional announcements” and apply the promo writing format for “radio skills.” Students will describe and discuss the various parts of the radio “day” and how they affect programming. They will also explain the elements of an hour of “radio skills” music show programming and how they relate to one another. The various types of AFRTS listening audiences will be identified. Students will define broadcast sensitivities and their categories along with discussing procedures for avoiding problems with host nation sensitivities in locally produced programs. The functions and uses of the SuperScheduler music database will also be identified. Finally, students will identify and discuss the types of AFRTS radio shipments and satellite signals, and describe the principles of administrative and physical care of each. This discussion includes the importance of copyrights as they relate to AFRTS and non-AFRTS program materials. Students will complete and critique a written examination covering tasks from TPFN AFIS-BBC 004-001- through AFIS-BBC 004-002- and must attain an overall minimum score of 70 percent in order to pass this section.

REFERENCES:

Broadcast Writing Style Guide, DINFOS

Radio Skills Student Guide, DINFOS

DoD Directive 5120.20-R, *Management and Operation of Armed Forces Radio and Television Service (AFRTS)*

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4

RADIO PRODUCTION

TPFN: AFIS-BBC 004-003-

UNIT TITLE: Preparation for Radio Production (enabling introductions and demonstrations for performance requirements)

TPFN HOURS AND TYPE: 8 D

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 004-001- through AFIS-BBC 004-002-

TASK(S):

- 001- Operate a radio console, cue CDs, and read news copy.
- 002- Produce a radio show.
- 003- Prepare, conduct, and edit a radio interview.
- 004- Produce a local radio newscast.

SUMMARY OF INSTRUCTION: This unit provides students with the knowledge and skills necessary to function in a radio control room and produce a radio show. Given instructor demonstrations, students describe three primary functions of an audio control console, demonstrate the correct use of the volume unit meter, audio console, and related studio equipment, and correctly cue CDs. Students produce a radio show; prepare, conduct, and edit a radio interview; and produce a local radio newscast. In guided critiques, students review broadcast writing, research, and the elements of a newscast. These tasks are applied, evaluated, and critiqued in units AFIS-BBC 004-004-, AFIS-BBC 004-005-, AFIS-BBC 004-006-, and AFIS-BBC 004-007-. This unit requires a smaller instructor ratio to support small group and individual application and feedback.

REFERENCES:

Broadcast Writing Style Guide, DINFOS
Radio Skills Student Guide, DINFOS
Audio Control Handbook, Oringel

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4

RADIO PRODUCTION

TPFN: AFIS-BBC 004-004-

UNIT TITLE: Principles of Audio Production

TPFN HOURS AND TYPE: 3 L; 5 D

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 004-001- through AFIS-BBC 004-003-

TASK(S): 001- Write and produce a radio spot.
002- Demonstrate audio production methods.

SUMMARY OF INSTRUCTION: Building on previous instruction describing the methodology of radio spot writing (AFIS-BBC 004-001-005), students write two radio spots using one topic assigned by the instructor and one topic selected by the individual student. Following an initial demonstration and practical exercise in a fully equipped control room, the students will produce the two radio spot announcements using the scripts written earlier along with production music and sound effects. The spots are evaluated on mechanics, voice communication skills and overall production effectiveness. Scripts are graded separately. Students must achieve a minimum score of 70 percent on each spot, using established “radio skills” criteria. For the second task: having received instruction in “Audio Production Techniques” (AFIS-BBC 004-001-006) and “Introduction to Control Room” (AFIS-BBC 004-003-001), students receive a demonstration of audio production methods in a fully equipped control room. Using this information, a script, and music and sounds provided by the instructor, the students will produce a radio spot in accordance with established “radio skills” criteria. The production is not graded, but it is critiqued, and is applicable to and evaluated in subsequent “radio skills” performance-based exercises.

REFERENCES:

Broadcast Writing Style Guide, DINFOS

Radio Skills Student Guide, DINFOS

DoD Directive 5120.20-R, *Management and Operation of Armed Forces Radio and Television Service (AFRTS)*

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4
RADIO PRODUCTION

TPFN: AFIS-BBC 004-005-

UNIT TITLE: Radio Interviews

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 001-001- through AFIS-BBC 001-004-

TASK(S): 001- Prepare, conduct, and edit a radio interview.
002- Produce a radio show.

SUMMARY OF INSTRUCTION: After a demonstration of editing, students are given an interview scenario and a point-of-contact. In accordance with previous classroom instruction and established Radio Skills criteria, the students will conduct a pre-interview, prepare questions, and record and edit an interview. The interview is evaluated on development, mechanics, voice communication skills and overall production effectiveness, and will be used by the student in the final radio show (AFIS-BBC 004-007-). Students must achieve a minimum score of 70 percent to pass the interview supportive and production.

REFERENCES:

Broadcast Writing Style Guide, DINFOS
Radio Skills Student Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4 **RADIO PRODUCTION**

TPFN: AFIS-BBC 004-006-

UNIT TITLE: Perform Radio Production (News and Sports)

TPFN HOURS AND TYPE: 48 PE

TPFN TOTAL HOURS: 48

PREREQUISITE TPFN: AFIS-BBC 004-001- through AFIS-BBC 004-005-

TASK(S):

- 001- Develop a radio news lead-in.
- 002- Produce a local radio newscast.
- 003- Produce a radio sportscast.
- 004- Write and produce a wrapper.
- 005- Operate a radio console, and read news copy.
- 006- Maintain radio logs.

SUMMARY OF INSTRUCTION: The students are given six days to develop a news and sports radio production. During this time, the students must develop a radio news lead-in, produce a local radio newscast (which includes a local news fact sheet story, and a pre-written 60-second news story), produce a radio sportscast, and write and produce a wrapper. While performing this exercise, students will operate a radio console, read news copy, and maintain radio logs. This exercise is evaluated and critiqued according to the standards found in the DINFOS Radio Skills Student Guide and Broadcast Journalism Style Guide.

REFERENCES:

Broadcast Writing Style Guide, DINFOS
Radio Skills Student Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4 **RADIO PRODUCTION**

TPFN: AFIS-BBC 004-007-

UNIT TITLE: Perform Radio Production (Music Show)

TPFN HOURS AND TYPE: 48 PE

TPFN TOTAL HOURS: 48

PREREQUISITE TPFN: AFIS-BBC 004-001- through AFIS-BBC 004-006-

TASK(S):

- 001- Produce a radio show.
- 002- Select music from Super Scheduler.
- 003- Employ ad-libbing techniques (enabling).
- 004- Write and produce a radio spot.

SUMMARY OF INSTRUCTION: The students complete a performance exercise, fully producing a radio music show. Using concepts and fundamentals received earlier in the course, each student chooses a music format and develops program requirements. Each student must produce promotional announcements, a community update, and program all of the transition types within the show. Music will be selected from the SuperScheduler. Students will employ ad-libbing techniques throughout the program, and will write and produce one radio spot to be included in their production. This exercise is evaluated and critiqued according to the standards found in the DINFOS Radio Skills Student Guide and Broadcast Journalism Style Guide.

REFERENCES:

Radio Skills Student Guide, DINFOS
Broadcast Journalism Style Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-001-

UNIT TITLE: Introduction to Television

TPFN HOURS AND TYPE: 2 L; 1 D; 2 CS; 3 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001- Identify television production principles.
002- Discuss and critique functions of commercial and military newscasts (enabling).
003- Appraise television news worthiness (enabling).

SUMMARY OF INSTRUCTION: Students receive an overview of television and television newsrooms. The importance of the AFRTS newscast is discussed along with on-air newscast elements and roles (intro, news, weather, sports, local info, and talent). Students will view various commercial and military newscasts as a class. Breaking into groups, they will then develop specific critiques. Students will discuss the worth of particular stories. Student groups, or “newsrooms”, will be given various events taking place on and around their “base.” They must determine a lineup and story type. These tasks will be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-006-).

REFERENCES:

TV Field Production and Reporting, Frederick Shook

DINFOS TV Skills Handbook

TV Skills Master Grade Sheet

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-002-

UNIT TITLE: Introduction to Electronic Journalism

TPFN HOURS AND TYPE: 3.5 L; 3.5 D; 1 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001- Identify principles of electronic news gathering (ENG).
002- Identify and describe ENG techniques.
003- Develop interview techniques (enabling).
004- Conduct interview (practical exercise).

SUMMARY OF INSTRUCTION: Students will identify principles of electronic news gathering (ENG) to include the pre-interview, shooting A & B roll, writing, and editing. The steps involved in developing a newscast will be discussed, reviewed, and implemented. Role playing is used to demonstrate the responsibilities and the stress involved in working in a news room. Students will develop video storytelling techniques, including an in-depth look at the skills required for interviewing. Using the skills learned, students will demonstrate a five minute live-on-tape interview conducted with other students in their news rooms. The instructor will set up the lights and camera, and demonstrate proper microphone placement and use. Finally, students will closely examine the process of preparing a news story, reviewing the sequence of events, from initial assignment to completed story. Students explore the role of focusing a story and conducting pre-interviews in gathering information. They will discuss the roles that the interview, shooting strategy, and storytelling play in creating an effective story. These tasks will be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-006-).

REFERENCES:

Television Field Production & Reporting, Shook
Interviews That Work: A Practical Guide for Journalists, 2nd Edition, Shirley Biagi
Interviewing America's Top Interviews, Huber and Diggins
The Art of the Interview, Main Workshops, Judith Hole
Television Production, Wurtzel and Acker

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-003-

UNIT TITLE: Concepts of Videography Shot Selection and Visualization

TPFN HOURS AND TYPE: 3 L; 5 D

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001- Identify and discuss the concepts of shot progression.
002- Develop visual story telling concepts (enabling).

SUMMARY OF INSTRUCTION: Students will identify and discuss the concepts of shot progression, demonstrating an ability to recognize the tools required to visually tell a story. The importance of strong videography is stressed. Students are shown a videotape and then, in small groups, conduct an analysis exercise. Concepts covered include: rules of composition, effective use of close-ups, cut-aways, sequencing, and strong closing shots. Instructors will then demonstrate how to shoot a three-shot sequence, cut-ins, and cut-a-ways. The instructor will edit the footage into a sequence. This exercise will allow students to develop visual story telling concepts required for a news/uncontrolled action shoot. These tasks will be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-006-).

REFERENCES:

Television Field Production & Reporting, 2nd Edition, Frederick Shook
Television Production, 3rd Edition, Wurtzel and Acker
Television Production Handbook, 6th Edition, Herbert Zettl
1997 NPPA TV Workshop, Jerry Hattan's Guide to Good TV Photography
1997 NPPA TV Workshop, John De Tarsio lecture, handout
1997 NPPA TV Workshop, Mark Morache lecture, handout
1997 NPPA TV Workshop, Jason Vaz lecture, handout
1997 NPPA TV Workshop, Scott Livingston lecture, handout
1997 NPPA TV Workshop, Larry Hatteburg lecture, handout
1997 NPPA TV Workshop, Julie Jones lecture, handout
1997 NPPA TV Workshop, Bob Dotson, handout

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-004-

UNIT TITLE: Basic Camera Techniques

TPFN HOURS AND TYPE: 2 L; 2.5 D; 3.5 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify uses and types of ENG lighting equipment.
- 002- Identify camera types, parts, and operations.
- 003- Set-up and operate a tripod.
- 004- Perform camera set-up (performance checklist includes: adjust white balance; select automatic or manual iris; and achieve and maintain focus) Part I.

SUMMARY OF INSTRUCTION: Students will discuss the importance of light in the television medium, exploring the concept of color temperature and how it effects the television picture. Students will learn the importance of filters and gels in reducing and adjusting light sources, describing the proper strategies for lighting under a variety of problem situations. Students identify camera types, parts, and operations leading to an understanding of what goes into a quality video product. Instruction is given on use of a tripod, with a set-up demonstration. Students then practice setting up and using the tripod themselves. In the practical exercise, students are given a DVCPRO AJ-D200 camera and all materials required, and must display the proper shooting strategies and techniques while obtaining the required shots. Students learn the proper way to white balance and shoot, and how to identify the problems in the video shot. These tasks will be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-006-).

REFERENCES:

ENG: TV News and the New Technology, Yoakam & Cremer

Television Production, Wurtzel

Television Field Production & Reporting, Shook

TV Production Handbook, 3rd Edition, Dettl

NPPA Materials, Hooker, Premack, and Affens

Electronic Cinematography: Achieving Photographic Control Over the Video Image, Mathias & Patterson

Portable Video, ENG and EFP, Medoff and Tanquary

Lighting Techniques for Video Production: The Art of Casting Shadows, Letourneau

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-005-

UNIT TITLE: Application of Electronic Journalism Skills

TPFN HOURS AND TYPE: 1 L; 1.5 D; 5.5 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001- Set-up and demonstrate the use of ENG lighting.
002- Perform skills review practical exercise and critique.
003- Perform camera set-up (performance checklist includes: adjust white balance; select automatic or manual iris; and achieve and maintain focus) Part II.

SUMMARY OF INSTRUCTION: Instructors will demonstrate how to properly set up ENG remote lighting equipment, along with discussing safety concerns associated with the lights. In a small group/newsroom setting and given a DVCPRO AJ-D200 camera system, students will use knowledge gained in previous tasks to light an interview using three point lighting, and adapt lighting equipment to different lighting situations. Students will also perform an exercise to determine remote lighting needs; set up and break down lights, and use gels and reflectors. They will then critique their own video. Next, using the camera system, students demonstrate the proper shooting strategies and techniques in a 45-second VOSOT. They must shoot a minimum of nine shots and then shoot at least three cut-aways and cut-ins. These tasks will be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-006-).

REFERENCES:

ENG: TV News and the New Technology, Yoakam & Cremer
Television Production, Wurtzel

Television Field Production & Reporting, Shook

TV Production Handbook, 3rd Edition, Dettl

NPPA Materials, Hooker, Premack, and Affens

Electronic Cinematography: Achieving Photographic Control Over the Video Image, Mathias & Patterson

Portable Video, ENG and EFP, Medoff and Tanquary

Lighting Techniques for Video Production: The Art of Casting Shadows, Letourneau

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Routine studio safety briefing is provided. Specific concern of fire and burn dangers from intense heat produced by ENG/studio lighting is emphasized.

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-006-

UNIT TITLE: Writing and Editing for Electronic Journalism (EJ)

TPFN HOURS AND TYPE: 3.5 L; .5 D; 3 PE; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-001- through AFIS-BBC 005-005-

TASK(S):

- 001- Construct a storyboard.
- 002- Identify use of soundbites.
- 003- Write a lead (tease) for a news story.
- 004- Identify editing concepts and strategies (enabling).
- 005- Complete unit examination and critique (Units 001 through 005).

SUMMARY OF INSTRUCTION: Students will review the principles and formats used in writing for television and electronic journalism. They will identify the principles of story telling as applied to news writing. Using a script they have written, students will construct a storyboard, determining proper scene placement to visually tell a story. Students will examine the concepts of focus, research, and content organization. They will identify how soundbites are used to enhance a story and will indicate the proper placement of one within their scripts. Students will review types of news inserts and how they are written. Students will apply the writing styles while preparing both a news lead (tease) and a 60-second news story. Finally, students will identify editing concepts and strategies that will enable them to recognize the script as their guide during the editing process. They will describe how to use primary audio, natural or ambient sound and video in the storytelling process. Students will complete and critique a written examination covering tasks from TPFN AFIS-BBC 005-001- through AFIS-BBC005-006- and must attain an overall minimum score of 70 percent in order to pass this section.

REFERENCES:

Television Field Production & Reporting, Shook
www.medill.nwu.edu/faculty/rockwell/handouts/tv.writing
www.sunsite.unc.edu/nppa/sherer/shere-tv.htm

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-007-

UNIT TITLE: ENG Skills Development I

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-001- through AFIS-BBC 005-006-

TASK(S): 001- Use composition techniques to demonstrate field of view, screen depth, and motion (Exercise 1).
002- Operate an analog video editing system.

SUMMARY OF INSTRUCTION: Using composition techniques already learned, students will employ a shooting strategy to produce a 30-second voice over video and script that demonstrates field of view, screen depth, and motion. Students then receive instruction on a basic analog video editing system to include: use of each component, basic terminology, audio capabilities and requirements, and types of edits. After a demonstration on proper editing, students will edit a 60-second news story that conforms to the standards outlined by the instructor and the DINFOS Basic Broadcaster Student Handbook. These tasks will be applied, evaluated, and critiqued in a written examination (AFIS-BBC 005-008-).

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-008-

UNIT TITLE: ENG Skills Development II and III

TPFN HOURS AND TYPE: 7 PE; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-001- through AFIS-BBC 005-007-

TASK(S): 001- Compose, shoot and edit soundbites (Exercise 2).
002- Shoot a long shot, medium shot, close-up, extreme close-up, cut-aways, and cut-ins (Exercise 2 & 3).
003- Complete unit examination and critique (Units 007-008).

SUMMARY OF INSTRUCTION: Building on previous instruction, students prepare a 30-second voice over using various types of shots, demonstrating an understanding of good editing techniques. Next, given a story assignment, pre-written script, interview subject, EJ camera/recorder system and all necessary editing equipment and supplies, students will gather all necessary information and edit a 45-second soundbite. The students will conduct on-camera interviews and supporting video. These tasks will be evaluated and critiqued in accordance with the DINFOS Broadcast Writing Style Guide and the Basic Broadcast Student Handbook. Students will complete and critique a written examination covering tasks from TPFN AFIS-BBC 005-007- through AFIS-BBC 005-008- and must attain an overall minimum score of 70 percent in order to pass this section.

REFERENCES:

Television Field Production & Reporting, Shook
Interviews That Work: A Practical Guide for Journalists, Biagi
Interviewing America's Top Interviewers, Huber & Diggins
Television Production, Wurtzel & Acker
The Art of the Interview, Maine Workshops, J. Hole

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-009-

UNIT TITLE: Preparation for Television Production

TPFN HOURS AND TYPE: 1 L; 1 D; 6 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001- Identify performance elements, cosmetic and appearance factors for on-air production.
002- Write television news and spot news scripts (Exercise 4).

SUMMARY OF INSTRUCTION: In this unit of instruction, students will identify performance elements, cosmetic and appearance factors affecting an on-air production. Areas covered include: developing qualities to enhance communication, use of body language, relaxation techniques, on-air appearance qualities including characteristics of the TV medium affecting makeup use, developing a conversational delivery style, and talent responsibilities during a production. Students will then write television news and spot news scripts applying the elements learned in the previous task. This practical exercise will be evaluated and critiqued IAW standards contained in the DINFOS Broadcast Writing Style Guide and the Basic Broadcaster Student Handbook. These tasks will be applied, evaluated, and critiqued in a written examination (AFIS-BBC 005-012-).

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Interviews That Work: A Practical Guide for Journalists, Biagi
Interviewing America's Top Interviewers, Huber & Diggins
The Art of the Interview, Main Workshops, J. Hole

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-010-

UNIT TITLE: Television Studio Operating Skills

TPFN HOURS AND TYPE: 4.5 L; 3.5 D

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify control room equipment and techniques.
- 002- Identify the uses, loading and preparation of the video tape recorder (VTR) for on air application.
- 003- Adjust time-base corrector using waveform monitor and vectorscope for videotape sources used on air.
- 004- Identify components of television cameras.
- 005- Identify terms and fundamentals of studio lighting.
- 006- Receive and prepare news story assignment (enabling).

SUMMARY OF INSTRUCTION: This unit of instruction provides students with the basic concepts of operation in a television studio. Students begin by identifying control room equipment and techniques along with personnel and terminology. The positions of switcher, audio engineer, and director are demonstrated for the students. Instruction is provided to introduce the uses, loading, and preparation of VTR for on-air application. Students will identify the proper way to load a videotape, set proper video and sound levels, and handle/store of videotapes. The importance of using a Time Base Corrector (TBC) with waveform and vectorscope monitors prior to airing a videotape product is demonstrated. Students will then demonstrate proper set up procedures and an understanding of the colors represented on the TBC. Students will identify the basic concepts of working with television cameras to include: the two basic types of cameras, terminology, camera movement, camera shot composition, and camera controls. They will identify the terms and fundamentals of studio lighting, then operate the studio lighting system, along with the dimmer control panel. These tasks will be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-012-).

REFERENCES:

Television Production, Wurtzel
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-011-

UNIT TITLE: ENG Skills Development IV

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-007- through AFIS-BBC 005-008-

TASK(S): 001- Use proper techniques to maintain continuity and proper screen direction with attention to overlapping and matching action (Exercise 5).
002- Operate analog video editing system.

SUMMARY OF INSTRUCTION: Building on previous units of instruction, students will shoot, log, write, narrate, and edit a 60-second news story using proper techniques to maintain continuity, and proper screen direction with attention to overlapping and matching action. Students will then operate an analog video editing system to edit their news story, conforming to standards outlined by the instructor and the DINFOS Basic Broadcaster Student Handbook. These tasks will also be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-012-).

REFERENCES:

Television Field Production & Reporting, Shook
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-012-

UNIT TITLE: Fundamentals of Television Production

TPFN HOURS AND TYPE: 3.5 L; 3.5 D; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC-005-009- through AFIS-BBC-005-011-

TASK(S):

- 001- Recognize TV station/newsroom roles and organizational structure (refer to Unit 015).
- 002- Operate studio lighting equipment.
- 003- Identify and plan uses of spot production (enabling).
- 004- Complete unit examination and critique (Units 009 through 012).

SUMMARY OF INSTRUCTION: This unit introduces students to the fundamentals of television production. It begins with students recognizing TV station/newsroom roles and organizational structure. Areas covered include cameras, lighting systems, set design, video tape recordings, and character generators. Students identify and plan uses of spot production, differentiating between electronic news gathering and electronic field production. Students restate the major steps of the spot production process: identify objective and target audience, draft script and storyboard, pre-production planning/site survey, shooting, and editing. Students will complete and critique a written examination covering tasks from TPFN AFIS-BBC 005-009- through AFIS-BBC 005-012- and must attain an overall minimum score of 70 percent in order to pass this section.

REFERENCES:

Television Production, Wurtzel
Television Production Handbook, Zettl
RTV Handbook, DINFOS
TV Skills Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-013-

UNIT TITLE: Television Production Skills Development I

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK: 001- Write, shoot, and produce Newscast #1 (Exercise 6).

SUMMARY OF INSTRUCTION: This performance exercise enables students to prepare a 60-second news package after covering an uncontrolled action story. Given a story assignment, interview subject, EJ camera/recorder system and all necessary editing equipment and supplies, the students gather all the necessary information and write a 60-second news story. Students shoot and conduct an on-air camera interview, supporting video and a transition standup. They will also record a voice-over and edit the entire package. Each student will perform these tasks IAW standards contained in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. These tasks will also be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-016-).

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Interviews That Work: A Practical Guide for Journalists, Biagi
Interviewing America's Top Interviewers, Huber & Diggins
The Art of the Interview, Main Workshops, J. Hole
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-014-

UNIT TITLE: ENG Skills Development V

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-012-

TASK: 001- Write, shoot, narrate, and edit controlled and uncontrolled news stories (60-second News Story, Exercise 7).

SUMMARY OF INSTRUCTION: This exercise allows students to perform in each of the various areas in a studio production. Using an equipped TV Studio and program materials, students will write, shoot, narrate, and edit controlled and uncontrolled news stories. Students experience how the TV production team can successfully build a TV product. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. These tasks will also be applied, evaluated and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-016-).

REFERENCES:

Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-015-

UNIT TITLE: Television Production Skills Development II

TPFN HOURS AND TYPE: 2 D; 6 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-012-

TASK: Perform selected roles individually and as part of a television newscast team (Newscast #2):

- 001- Director.
- 002- Floor Manager.
- 003- Talent/Interviewer.
- 004- Camera Operator.
- 005- Switcher.
- 006- Character Generator Operator.
- 007- Audio Operator.
- 008- VTR Operator.

SUMMARY OF INSTRUCTION: Using principles learned in other units, students participate in a practical exercise enabling them to perform selected TV studio roles individually and as part of a television newscast team. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook.

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Interviews That Work: A Practical Guide for Journalists, Biagi
Interviewing America's Top Interviewers, Huber & Diggins
The Art of the Interview, Main Workshops, J. Hole
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Routine studio safety briefing is provided. Specific concern of fire and burn dangers from intense heat produced by ENG/studio lighting is emphasized.

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-016-

UNIT TITLE: Television Studio Operating Skills II

TPFN HOURS AND TYPE: 7 PE; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-013- through AFIS-BBC 005-015-

TASK(S): 001- Rehearse production of a live interview (enabling).
002- Complete unit examination and critique (Units 013-016).

SUMMARY OF INSTRUCTION: Using principles learned in other units, students practice producing a live interview as part of a newscast. This enables them to perform selected TV studio roles individually and as part of a television newscast team. Finally, students will complete and critique a written examination covering tasks from TPFN AFIS-BBC 005-013- through AFIS-BBC 005-016- and must attain an overall minimum score of 70 percent in order to pass this section.

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Interviews That Work: A Practical Guide for Journalists, Biagi
Interviewing America's Top Interviewers, Huber & Diggins
The Art of the Interview, Main Workshops, J. Hole
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Routine studio safety briefing is provided. Specific concern of fire and burn dangers from intense heat produced by ENG/studio lighting is emphasized.

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-017-

UNIT TITLE: Television Production Skills Development III

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-015-

TASK: 001- Produce a live interview, Newscast #3 (enabling).

SUMMARY OF INSTRUCTION: Using principles learned in other units, students participate in a practical exercise enabling them to perform selected TV studio roles individually and as part of a television newscast team. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. These tasks will also be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-024-).

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Interviews That Work: A Practical Guide for Journalists, Biagi
Interviewing America's Top Interviewers, Huber & Diggins
The Art of the Interview, Main Workshops, J. Hole
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Routine studio safety briefing is provided. Specific concern of fire and burn dangers from intense heat produced by ENG/studio lighting is emphasized.

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-018-

UNIT TITLE: ENG Skills Development VI

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-014-

TASK: 001- Write, shoot, narrate, and edit controlled and uncontrolled news stories (90-second News Story).

SUMMARY OF INSTRUCTION: Using all the techniques acquired in previous instruction, students will write, shoot, narrate, and edit a 90-second story. Students will incorporate two soundbites from one or more subject matter experts (SME). Students will edit a video- precedes-audio soundbite. These tasks will also be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-024-).

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Routine studio safety briefing is provided. Specific concern of fire and burn dangers from intense heat produced by ENG/studio lighting is emphasized.

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-019-

UNIT TITLE: Television Production Skills Development IV

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK: 001- Perform, produce, and edit Newscast #4 (enabling).

SUMMARY OF INSTRUCTION: Students write, shoot, narrate, and edit a local newscast, five minutes in length. This exercise will allow students to apply principles and concepts learned in previous units of instruction. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. These tasks will also be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-024-).

REFERENCES:

Television Field Production & Reporting, Shook
Television Production, Wurtzel & Acker
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Routine studio safety briefing is provided. Specific concern of fire and burn dangers from intense heat produced by ENG/studio lighting is emphasized.

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-020-

UNIT TITLE: ENG Skills Development VII

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-018-

TASK: 001- Write, shoot, narrate and edit spots (Spot 1, Exercise 12).

SUMMARY OF INSTRUCTION: Students must write, shoot, and edit a 30-second command information spot. Students must keep in mind principles regarding lighting, composition, and camera techniques. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. These tasks will also be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-024).

REFERENCES:

Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Routine studio safety briefing is provided. Specific concern of fire and burn dangers from intense heat produced by ENG/studio lighting is emphasized.

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-021-

UNIT TITLE: Non-Linear Editing

TPFN HOURS AND TYPE: 2 L; 2 D; 4 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001- Introduction to Non-Linear Editing Systems (enabling).
002- Operate a digital editing system.
003- Introduction to Non-Linear Post-Production Techniques (enabling).

SUMMARY OF INSTRUCTION: Students receive instruction on the components of a nonlinear editing system including hardware/software, working within a project, and creating a sequence. Students will practice operating the digital editing systems. They will also learn post production techniques. These tasks will be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-024-).

REFERENCES:

Digital Non-Linear Editing, Thomas Onanian
AVID 101 Instructor Guide Curriculum, 1996
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-022-

UNIT TITLE: ENG Skills Development VIII

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-020-

TASK: 001- Produce Spot 2 using Non-Linear Techniques, Exercise 13 (enabling).

SUMMARY OF INSTRUCTION: Students apply non-linear post-production techniques to a spot that is shot and voiced by students. This exercise is evaluated and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. These tasks will also be applied, evaluated, and critiqued in subsequent exercises and in a written examination (AFIS-BBC 005-024-).

REFERENCES:

Digital Non-Linear Editing, Thomas Onanian
AVID 101 Instructor Guide Curriculum, 1996
Broadcast Writing Style Guide, DINFOS
Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-023-

UNIT TITLE: Final Edition

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-001- through AFIS-BBC 005-022-

TASK: 001- Perform selected roles individually and as part of a television newscast team ("Final Edition," Exercise 14, Newscast #5).

SUMMARY OF INSTRUCTION: Students will shoot, write, edit, and produce a 15 minute newscast using the skills learned throughout this functional area. The newscast will contain: a pre-produced news intro; news packages; and student spots planned and produced by students. They will decide the newscast line-up, including what stories to shoot and who to interview. They will decide where to shoot the newscast, i.e. in the studio, on location, or in the affiliate newsrooms. Students perform selected roles individually and as part of a television newscast team. When the newscast airs, it will be graded and critiqued according to the standards found in the DINFOS Broadcast Writing Style Guide and Basic Broadcaster Student Handbook. These tasks will also be evaluated and critiqued in a written examination (AFIS-BBC 005-024-).

REFERENCES:

Broadcast Writing Style Guide, DINFOS

Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5
TELEVISION JOURNALISM AND PRODUCTION

TPFN: AFIS-BBC 005-024-

UNIT TITLE: Functional Area Exam and Critique

TPFN HOURS AND TYPE: 3 EW; 5 AD

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: AFIS-BBC 005-001- through AFIS-BBC 005-023-

TASK(S): 001- Complete functional area exam and critique.
002- Participate in a collective critique of TV skills exercises.

SUMMARY OF INSTRUCTION: Students will complete and critique a written test covering tasks from TPFN AFIS-BBC 005-001- through AFIS-BBC 005-023-. Students must attain an overall minimum score of 70 percent on this written examination. Students will then collectively critique the “Final Edition” products completed in AFIS-BBC 005-023.

REFERENCES:

Broadcast Writing Style Guide, DINFOS

Basic Broadcaster Student Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 6
BROADCAST CONTINGENCY OPERATIONS

TPFN: AFIS-BBC 006-001-

UNIT TITLE: Concepts of Contingency Operations

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S): 001- Identify pre-deployment requirements.
002- Discuss AFRTS flexible response options.
003- Discuss various security considerations.
004- Discuss preventive maintenance (field environment).

SUMMARY OF INSTRUCTION: This unit of instruction, taught on-site, prepares the students for the field radio broadcasting environment and contingency operations. Students identify pre-deployment requirements such as training, medical, legal, and logistic concerns. Students discuss the AFRTS flexible response options, and the importance of satellite news in support of contingency operations. Students also discuss the various security considerations to include safety precautions, as well as preventive maintenance in a field environment and its importance in protecting the high dollar equipment used during deployment. Students must participate in this unit of instruction to a level that satisfies the instructor.

REFERENCES: NA

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 6
BROADCAST CONTINGENCY OPERATIONS

TPFN: AFIS-BBC 006-002-

UNIT TITLE: Field Training Exercise (FTX)

TPFN HOURS AND TYPE: 2 D; 4 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(S):

- 001- Set up AFRTS contingency equipment for broadcast operations.
- 002- Set up Armed Forces Satellite Transmitted Radio Service (AFSTRS) receiving satellite system.
- 003- Set up Satellite Network (SATNET) receiving satellite system.
- 004- Establish radio contingency operations (enabling).

SUMMARY OF INSTRUCTION: This unit of instruction will enable students to set up AFRTS contingency equipment and receiving satellite systems to operate in a deployed environment. Students will watch a demonstration of all equipment set-up, before participating in establishing radio contingency operations. Students will simulate contingency broadcasting scenarios to include a music show and a news show. After completion, the instructor leads a guided discussion to debrief students on the exercise. Students must participate in this exercise to a level that satisfies the instructor.

REFERENCES: NA

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Normal

FUNCTIONAL AREA 6
BROADCAST CONTINGENCY OPERATIONS

TPFN: AFIS-BBC 006-003-

UNIT TITLE: Army Specific Training (conducted during the evening)

TPFN HOUR AND /TYPE: 4 PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S): 001- Secure and defend a communications site (collective).
002- Perform individual camouflage (STP21-1-SMCT).
003- Challenge persons entering your area (SMCT).
004- Practice noise, light, and litter discipline (SMCT).

SUMMARY OF INSTRUCTION: US Army students will perform the collective training task at the DINFOS field training site. Instruction is provided by US Army instructors or drill sergeants. A combat theater support scenario, and operations order are provided. An instructor or senior student will perform the section/detachment leader role. The supporting individual tasks will be practiced concurrently as appropriate. The students' performance will be critiqued in accordance using the "After Action Review" methodology. This orientation and scenario will be up-to-date with current or most recent world events.

REFERENCES:

US Army TRADOC Reg 350-6 *Initial Entry Training (IET) Policies and Administration*

US Army Signal Corps ARTEP/MTP *Army Training and Evaluation Program/Mission Training Plans*

US Army STP 21-1 *Soldiers Manual of Common Tasks*

US Army FM 22-102 *Soldier Team Development*

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 7
SERVICE SPECIFIC TRAINING

TPFN: AFIS-BBC 007-001-

UNIT TITLE: US Air Force

TPFN HOURS AND TYPE: 7 L; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify functions of the USAF PA Organization.
- 002- Identify functions of the Air Force Broadcasting Service.
- 003- Discuss USAF enlisted broadcaster career progression.
- 004- Describe “Crisis Response” policy and objectives.
- 005- Discuss “Revolutionary” approach in USAF PA.
- 006- Complete unit examination and critique.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. Air Force students receive instruction enabling them to identify the functions of the USAF PA Organization and the Air Force Broadcasting Service including mission, history, and various levels of command. Students discuss the broadcasting enlisted training and career opportunities in order to achieve a better understanding of their chosen profession. “Crisis Response” policy and objectives are described, including protecting classified information, privacy of AF personnel, public right to rapid and accurate information, accident/incident briefings, and “Straight Talk” Centers. Finally, students discuss “Revolutions” advances in Air Force Public Affairs, with the main focus on how the World Wide Web has impacted PA. The students will complete a 20-question written multiple choice examination and must attain an overall minimum score of 70 percent to pass this unit.

REFERENCES:

AFI 35-101, *Public Affairs Wartime Planning, Training, and Equipping*
AFI 35-102, *Crisis Planning, Management, and Response*
AFI 35-105, *Special Recognition and Awards for Air Force Public Affairs People*
AFI 35-201, *Community Relations*
AFI 35-205, *Air Force Security and Policy Review Program*
AFI 35-206, *Media Relations*
AFI 35-301, *Air Force Base Newspapers and Commercial Enterprise Publications Guidance and Procedures*
AFI 35-303, *Air Force Radio and Television Service Guidance and Procedures*

INSTRUCTOR/STUDENT RATIO: 4:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 7
SERVICE SPECIFIC TRAINING

TPFN: AFIS-BBC 007-002-

UNIT TITLE: US Army

TPFN HOURS AND TYPE: 7 L; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

- TASK(S):**
- 001- Identify mission and structure of Army Public Affairs.
 - 002- Discuss Army staff organization and functions.
 - 003- Identify functions of the Army's Command Information and Public Information (Hometown News) programs.
 - 004- Identify mission of the Army Broadcasting Service.
 - 005- Identify mission of Soldiers Radio and Television.
 - 006- Discuss CMF 46 (Public Affairs) career progression.
 - 007- Complete unit examination and critique.

SUMMARY OF INSTRUCTION: Separate Service specific training is provided concurrently. Army students begin by identifying the mission and structure of Army Public Affairs. This task includes instruction on the three sections of Army PA: command information, public information, and community relations. It also covers the various Army regulations concerning public affairs, acronyms, and jargon commonly used. Students discuss Army staff organizations and functions that will help them perform in the Army PA environment. Students identify the types of staff and describe coordinating staff. The functions of the Army's Command Information and Public Information programs will be identified to include: the mission of the command information program, two important command information principles, command information programs, materials and services available to support command information programs, the Army and Air Force Hometown News Service mission, and Hometown News Service products. Students then identify the mission of the Army Broadcasting Service, discussing the three types of information it provides, explaining the news and information review consideration, describing the AFRTS outlets managed by ABS and discussing the products provided by the AFRTS Broadcast Center. Next, students identify the mission of Soldiers Radio and Television, which enables them to provide their commanders with a medium to get the Army's message out to their audiences. The areas covered include: the mission of command information radio and television broadcasting in the continental United States, responsibility for continental US broadcasting, the six methods of distributing radio or television, requirements for command information programming, and the functions of Soldiers Radio and Television and Soldiers Radio Satellite Network. Finally, the students discuss professional development, the structure of Career Management Field 46, the enlisted promotion system as it relates to CMF 46, and the resident and non-resident training available for CMF 46 soldiers. The students will complete a 25-question written multiple choice examination and must attain an overall minimum score of 70 percent to pass this unit.

REFERENCES:

DoD Directive 5120.20, *Armed Forces Radio and Television Service*

DoD Directive 5120.20-R, *Management and Operation of Armed Forces Radio and Television Service*

Army Regulation 360-5 *Public Information*

Army Regulation 360-81 *Command Information Program*

Army Regulation 360-61 *Community Relations*

Army Regulation 600-8-19 *Enlisted Promotions and Reductions*

Army FM 46-1 *Public Affairs Operation*

Army FM 101-5 *Staff and Organization*

CONUS Command Information Broadcasting Handbook

INSTRUCTOR/STUDENT RATIO: 4:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 7
SERVICE SPECIFIC TRAINING

TPFN: AFIS-BBC 007-003-

UNIT TITLE: US Marine Corps

TPFN HOURS AND TYPE: 7 L; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify Marine role in the broadcast environment.
- 002- Identify mission and role of Marine Public Affairs Office.
- 003- Describe assignments in the Joint Service environment.
- 004- Discuss deployment with Marine Expeditionary Unit.
- 005- Identify elements of credibility for the Marine Combat Correspondent.
- 006- Review USMC current affairs and initiatives.
- 007- Complete unit examination and critique.

SUMMARY OF INSTRUCTION: Separate Service specific training is provided concurrently. Marine Corps students receive instruction enabling them to identify the Marine role in the broadcast environment, along with the mission and role of the Marine Public Affairs Office. Areas covered include: community relations, Fleet Hometown News, and media advertising. Students describe assignments in the joint-Service environment, focusing on the mission and responsibilities of a Joint Information Bureau. Deployment with a Marine Expeditionary Unit is discussed, covering areas such as: types of deployment, pre-deployment tasks, deployment tasks, and post-deployment tasks. Students identify elements of credibility important to a Marine Combat Correspondent. Finally, students review USMC current affairs and initiatives. The students will complete a 20-question written examination and must attain an overall minimum score of 70 percent to pass this unit.

REFERENCES:

Marine Corps Manual, 1990

The Marine Air-Ground Task Force, Operational Handbook Number 2, Marine Corps Combat Development Center

Marine Air-Ground Task Force Doctrine, FMFM 0-1

USMC Concepts and Issues, 1990

MCO P5720.60, *Marine Corps Public Affairs Manual, Volume I, Community Relations*

MCO P5720.61, *Marine Corps Public Affairs Manual, Volume II, Organizations, Missions, and Functions*

MCO P5720.62, *Standard Operating Procedures (SOP) for Recruitment Advertising at the Recruiting Station (RS) Level*

Guidebook for RS Operations, Chapter 10, Volume III

MCO 1501.62, *Individual Training Standards (ITS) for the Public Affairs Occupational Field (OCCFld) 43*

INSTRUCTOR/STUDENT RATIO: 4:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 7
SERVICE SPECIFIC TRAINING

TPFN: AFIS-BBC 007-004-

UNIT TITLE: US Navy

TPFN HOURS AND TYPE: 7 L; 1 EW

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001- Identify organization and functions of Navy staff.
- 002- Identify functions of shipboard Public Affairs Office.
- 003- Produce Fleet Hometown Newsletter (FHTN).
- 004- Maintain FHTN roster.
- 005- Describe components of "Message" communications.
- 006- Unit examination and critique.
- 007- Discuss professional development programs.

SUMMARY OF INSTRUCTION: Separate Service specific training is provided concurrently. The Navy students begin this unit of instruction by identifying the organization and functions of Navy staff and journalists (JO). Areas covered include: JO rating duties and responsibilities, JO military responsibilities, members of a Navy staff, and tips for making yourself valuable. The next task is designed to introduce students to life in a Public Affairs Office at sea. Students will identify the functions of cruise books, the SITE system, port guides/briefs, familygrams, daily papers, along with the benefits of going to sea. The students receive instruction on the Navy's Fleet Hometown News Program, including the FHTN Center's operations and each command's responsibilities. Areas covered include: mission, background of program, service areas, story value, importance of the program in Community Relations, two types of FHTN stories, FHTN Center procedures, local program procedures, local management, the FHTN Release Form familiarization, and how to submit forms and articles. Students will complete his or her own FHTN form, and develop a roster story from provided background information. Students will also describe the components of "Message" communications to include the purpose of the message, precedence, format, and message files. Units 007-004-001 through 007-004-005 are evaluated on the Navy Service Unique examination (007-004-006) on which students must score 70 percent in order to pass. In the final task, the students discuss professional development programs which provide information on how to advance in the Navy, how to study, further opportunities for enhancing knowledge and skills, how to get top evaluations, what assignments will advance a career, and resources to get more information. This training is not graded.

REFERENCES:

SECNAVINST 5720.44A, *US Navy Public Affairs Instruction*

SECNAVINST 5724.3, *Instructions and Policy Concerning Fleet Home Town News Program*

NAVEDTRA 10296-1, *Journalist 2 Manual*

Effective Public Relations, Cutlip, Scott M., Cetner, Allen H., and Broom, Glen M., Englewood Cliffs, NJ, Prentice-Hall Inc., 1985.

FHTN Center Information Brochure

“In Your Hometown: Keeping the Folks Informed.” All Hands, April 1994.

INSTRUCTOR/STUDENT RATIO: 4:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 8
COURSE ADMINISTRATION

TPFN: AFIS-BBC 008-001-

UNIT TITLE: Course Opening

TPFN HOURS AND TYPE: 4 AD

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S): 001- Complete in-processing through the Academic Records Branch.
002- Receive welcoming remarks from the Commandant and Sergeant Major.
003- Receive Broadcast Orientation.

SUMMARY OF INSTRUCTION: Students will in-process through the Academic Records Branch. They will receive welcoming remarks from the DINFOS Commandant and Sergeant Major. The course supervisor and instructors will then welcome the students to Armed Forces Radio and Television Service and introduce the course requirements, to include the number of exercises and exams to be completed; the methods by which they will be graded; classroom and homework assignments; expectations and responsibilities; and the importance of safety and security.

REFERENCES:

DINFOS POPMAN, *Chapter 5, Section A Training Management*

DINFOS POPMAN, *Chapter 8, Reserve Advisor*

DINFOS POPMAN, *Chapter 9, International Military Student Administration*

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 8
COURSE ADMINISTRATION

TPFN: AFIS-BBC 008-002-

UNIT TITLE: Special Assignment Pre-Processing

TPFN HOURS AND TYPE: 8 AD

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK: 001- Special assignment pre-processing.

SUMMARY OF INSTRUCTION: Students complete overseas administrative out-processing requirements such as medical, transportation, orders, etc.

REFERENCES: NA

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal

FUNCTIONAL AREA 8
COURSE ADMINISTRATION

TPFN: AFIS-BBC 008-003-

UNIT TITLE: Course Closing

TPFN HOURS AND TYPE: 8 AD

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001- Complete End-of-Course Critique.
002- Participate in graduation preparation and ceremony.
003- Complete out-processing.

SUMMARY OF INSTRUCTION: Students will complete the End-of-Course Critique and then prepare for and participate in a graduation ceremony. Students will also complete the administrative out-processing requirements.

REFERENCES: NA

INSTRUCTOR/STUDENT RATIO: 1:24

SAFETY FACTORS: Normal